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James A. Carder
Director
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: August 15, 2003

RE: SAMII Financial Vendor ACH/EFT Application Revised

Effective immediately, a revised SAMII Financial Vendor ACH/EFT Application [MO 300-1608N (7-03)] is available on the SAMII Financial website. This revised form can be downloaded by going to the SAMII Financial website, Policies and Procedures, SAMII Forms, Download Eforms, Universal Forms Index, SAMII Expenditures Disbursements, Vendor ACH/EFT Application.

This form has been revised to include the information that is needed from the vendor to set up the ACH/EFT in SAMII Financial and to update the certification statement. One of the major changes is that the vendor is not required to attach a copy of a voided check or deposit slip. The vendor is required to have their financial institution certify the bank account number and routing number entered on this revised Vendor ACH/EFT Application. We hope that this change will decrease the number of bank errors related to incorrect bank account and routing numbers.

Instructions have been included on the back of the form to assist vendors with the completion of the new forms.

After September 15, 2003, all Vendor ACH/EFT Applications must be submitted to OA/Accounting on this revised form. Any vendor ACH/EFT request received on any other form or format will be denied and returned to the vendor for resubmission on this revised form.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will then contact OA/Accounting for assistance, if needed.

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